

PUBLIC RECORDS BOARD
2021 Calendar

See each meeting's agenda on the PRB website for updated location information: www.publicrecordsboard.wi.gov

First Quarter

<u>January 8, 2021</u> (Friday)	Deadline for RDA Submittals
<u>February 16, 2021</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.
<u>February 23, 2021</u> (Tuesday)	Records Management Committee 1:00 P.M. Risser Justice Building Law Library, Rm 150A, 17 West Main St.
<u>March 22, 2021</u> (Monday)	Board Meeting 1:00 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.

Second Quarter

<u>April 2, 2021</u> (Friday)	Deadline for RDA Submittals
<u>May 11, 2021</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>May 18, 2021</u> (Tuesday)	Records Management Committee 1:00 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.
<u>June 14, 2021</u> (Monday)	Board Meeting 1:00 P.M. Risser Justice Building Law Library, Rm 150A, 17 West Main St.

Third Quarter

<u>June 18, 2021</u> (Friday)	Deadline for RDA Submittals
<u>July 27, 2021</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. Department of Administration Conference Room, Rm 132, 101 East Wilson St.
<u>August 3, 2021</u> (Tuesday)	Records Management Committee 1:00 P.M. Risser Justice Building Law Library, Rm 150A, 17 West Main St.
<u>August 30, 2021</u> (Monday)	Board Meeting 1:00 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.

Fourth Quarter

<u>September 10, 2021</u> (Friday)	Deadline for RDA Submittals
<u>October 19, 2021</u> (Tuesday)	Operations & Training Advisory Committee 10:00 A.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.
<u>October 26, 2021</u> (Tuesday)	Records Management Committee 1:00 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.
<u>November 22, 2021</u> (Monday)	Board Meeting 1:00 P.M. Department of Administration Conference Room, Rm 136, 101 East Wilson St.

Records Retention Schedules are approved quarterly at each Public Records Board meeting. Submission deadlines are at the beginning of each quarter approximately two months before the Board meeting. The submissions are reviewed during the Records Management Committee.

Record Officers are encouraged to attend the Records Management Committee meetings during the quarters they have submissions under review to help expedite the process.